

**CLERK OF THE COUNCIL
TOWN OF NEWINGTON**

Attends Town Council meetings, records and transcribes minutes, types appointment letters and other documents on occasion. Generally two evening meetings/month, but occasionally may be asked to attend Special Meetings or Public Hearings. Knowledge of Parliamentary Procedure helpful. Must have own computer for transcription at home. \$12/hr. Apply by June 26 to Town Manager (CC), 131 Cedar Street, Newington, CT 06111, MF, EOE, Handicap